



**HRO MECHANICSBURG PA  
HUMAN RESOURCE SERVICE CENTER - NORTHEAST  
\* V A C A N C Y   A N N O U N C E M E N T \***

<b>POSITION:</b> GENERAL SUPPLY SPECIALIST, GS-2001-09 (TEMPORARY NTE 1 YEAR)	<b>ANNOUNCEMENT:</b> MEC-01-0224
<b>LOCATION:</b> Nuclear Management Supply Chain MGMT., Customer Value Management Dept. 875 , NAVICP, MECH. PA.	<b>OPENING DATE:</b> 04-DEC-2001
<b>SALARY:</b>	<b>CLOSING DATE:</b> 18-DEC-2001
<b>AREA OF CONSIDERATION:</b> NAVICP MECHANICSBURG EMPLOYEES ONLY	
<b>WHO MAY APPLY:</b> Career or career-conditional employees <u><i>within the area of consideration</i></u> who meet all requirements for this position as of the announcement's closing date.	

**INQUIRIES:** Jeri Belmont HRSC-NE, (215) 408-5128 or DSN 243-5128

**TYPE OF APPOINTMENT:** TEMPORARY NTE 1 YEAR. MAY BE MADE PERMANENT WITHOUT FURTHER COMPETITION PENDING CLEARANCE OF THE PRIORITY PLACEMENT PROGRAM.

**DUTIES OF THE POSITION:** This position is to provide logistics supply support to Code 875 Program Managers. The incumbent is responsible for actions related to follow-up requests, stock contracts, spot procurement, or other requests for information, action and assistance. The incumbent is responsible for identifying potential outfitting shortage requisitions/NSN to maximize supply effectiveness in support of the Code 87 and NAVSEA Code 08H goal/requirement of OPRP onboard prior to ship's fast cruise. Identifies any unresolved shortages to the program manager. Monitors outstanding outfitting shortage requisitions and initiates expedite or procurement actions as necessary to fill these requirements prior to ships fast cruise date. This is accomplished by interfacing with Program Managers, Inventory management, Technical or Purchasing personnel on any problems that arise such as drawing revisions, procedure approvals, administration changes, delivery dates, quantities etc. Ensuring requisition in DSF is updated as appropriate and the purchase shop is notified of any changes in a prompt fashion. Reviewing/analyzing shortage lists/COSALS to prevent the requisitioning of invalid items or quantities. Reviewing pre and post award documents to determine if specific procurement information is included in the contract to ensure outfitting requirements are covered. Maintaining a data base/file system on requisition/NSN expedites to reflect stock, reconsignment or spot buy status and delivery dates in support of fast cruise. Releasing NRP material (IAW established procedures) for issue, referring outfitting requisitions to nearest stocking activity. Interrogating Code 87, NAVICP or DLA computer files to determine expedite action required.

The incumbent is responsible for establishing, maintaining, evaluating and executing actions associated with Nuclear Outfitting Automated Tracking System (NOATS). The incumbent is responsible for providing a Technical Operating Budget (TOB) Support. Conducts analysis on requisitions submitted to PSNS TOB activity to ensure they are from a valid nuclear user and are supported by the Q COSAL. Analysis of invalid documents includes root cause investigation. Investigation results are then analyzed to determine if the problem is systemic or isolated to specific situations. Procedural Milestone Plan Administrator (PMP) - The incumbent is responsible for monitoring, receiving and updating the PMP database.

**QUALIFICATION REQUIREMENTS:** Applicants must meet the following qualification requirements and all regulatory requirements of the Office of Personnel Management (OPM) Qualifications Standards Operating Manual; one year of specialized experience equivalent to the GS-07. **Specialized experience:** is experience that has equipped the applicant with the knowledge, skills and abilities to successfully perform the duties of the position described above.

**TIME IN GRADE:** Applicants must have served 52 weeks as a GS-07 or higher in the Federal Civilian Service.

**LENGTH OF SERVICE:** Applications will not be accepted from employees until three months have elapsed since their last non-temporary competitive appointment.

**EVALUATION METHOD:** Resumes will be rated by an automated system (Resumix) that matches the skills extracted from the candidate's resume to the skills identified by the Selecting Official for the position. In addition, basic qualification requirements (i.e., time in grade, education, area of consideration, specialized experience, etc.) must be met to determine the qualified candidates referred to the Selecting Official. Your experience, training and education will be evaluated accordingly based upon the specific requirements of the position to be filled and identified under this announcement.

Candidates whose current or previous permanent position is at the same grade level, or a higher grade level than, the announced position (or its target), and who meet the qualification requirements will be referred to the Selecting Official as Non-competitive candidates.

**HOW TO APPLY:** You must submit a TYPED RESUME and the HRSC Northeast Additional Data Sheet.

To prepare your resume, follow the guidelines provided in the Job Application Information for Civilian Positions (Job Kit). To obtain the Job Kit, you may access our website at [www.donhr.navy.mil](http://www.donhr.navy.mil) or contact your local personnel office. **Faxed resumes will not be accepted.** Failure to submit all information, any required forms and the Additional Data Sheet may result in loss of consideration for this vacancy and could prevent your resume from being placed in our database for future vacancies. Resumes will expire one (1) year from the date of receipt in the HRSC-NE office. Resumes and Application Express Requests (Self-Nomination) must be received no later than the closing date of this announcement.

**TO USE THE NAVY ONLINE RESUME BUILDER (preferred method):** Access our website at [www.donhr.navy.mil](http://www.donhr.navy.mil) click on "TAKE ME TO THE RESUME BUILDER" button located at the bottom of this announcement. Using this method will ensure that your resume is submitted in the proper format.

**TO REUSE YOUR CURRENT RESUME:** Be sure that you have a (Resumix) resume on file with the HRSC-NE. Access our website at [www.donhr.navy.mil](http://www.donhr.navy.mil) Click on "APPLICATION EXPRESS" button located at the bottom of this announcement; **OR** obtain an Application Express form from your local personnel office or the HRSC-NE.

**TO E-MAIL RESUME:** Email to [wantajob@ne.hroc.navy.mil](mailto:wantajob@ne.hroc.navy.mil) . **Do not send the resume as an attachment in your e-mail.** Follow these instructions: (1) Prepare your resume and save as a ".txt" file then cut and paste your resume into the body of the e-mail message. (2) Answer the questions provided on the Additional Data Sheet and include them as the last page of your resume (this will not count toward the 5-page limit). Be sure to identify the announcement number(s) on the first line of your resume (3) Type "RESUME- (your first and last name)" in the subject line of your e-mail. **Only upon request,** send any required supporting documentation to the HRSC-NE.

**TO MAIL RESUME & ADDITIONAL DATA SHEET:** Mail to: HRSC-NE, Customer Focus Division,

**Attn: RESUMIX**, 111 South Independence Mall East, Philadelphia, PA 19106-2598. **Only upon request**, send any required supporting documentation to the HRSC-NE.

**NOTE:** Resumes and all supporting documentation become the property of the Department of the Navy and will not be returned or copied. All extraneous documents **not specifically requested** will not be used. The filing of job applications is considered to be a personal matter by OPM, not official government business. Use of postage paid official envelopes is a violation of OPM and postal regulations.

**NON-MERIT FACTORS:** Consideration will be given to all candidates without regard to race, color, creed, sex, sexual orientation, age, national origin, religion, marital status, political affiliation, physical disability, or membership or non-membership in employee organizations and shall not be based on any criteria not job related, including favoritism or personal relationship.

Supervisors are responsible for printing and routing/distributing all messages posted to the HR MECH INFO Bulletin Board to all of their employees who do not have access to electronic mail in their workplace. In addition, personnel responsible for posting items to official bulletin boards are responsible for printing a copy of this JOA and posting this JOA to the Bulletin Board as soon as possible in accordance with Article 32, Section 5 of the Negotiated Agreement with AFGE.

**The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at 215-408-5251 (DSN 243-5251) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.**

**The Department of the Navy is an Equal Employment Opportunity Employer**